



HEART OF SOLANO COUNTY



C A L I F O R N I A

THE CITY OF  
FAIRFIELD, CALIFORNIA  
IS SEEKING AN  
ASSISTANT DIRECTOR  
OF PUBLIC WORKS /  
CITY ENGINEER

## UNIQUE OPPORTUNITY

The City of Fairfield seeks an experienced, collaborative, and people-oriented professional to help provide leadership and direction for the City's Public Works Department.

## THE COMMUNITY

Fairfield is a vibrant community ideally located midway between San Francisco and Sacramento on Interstate 80. Incorporated in 1903, Fairfield is a growing city of over 105,000 with a projected build-out population of approximately 140,000 by 2030. Despite its growth, Fairfield maintains the charm and vitality of a small, thriving community. Fairfield is the County Seat (Solano County) and occupies 37 square miles of relatively flat land in the northeast San Francisco Bay Area. The City is strategically located within easy driving distance of the Pacific Ocean, the Sierra Nevada Mountains, and the California Delta, with the beautiful Napa Valley just minutes away. Gentle breezes and temperate weather characterize Fairfield, with the mean daily temperature ranging from 46 degrees in January to 72 degrees in July.

Activities abound in Fairfield, with numerous festivals and community activities held year-round. The weekly Certified Farmers Market highlights the summer, featuring fresh fruits, vegetables, and bakery items from local and regional growers. Other events include parades, craft fairs, the Tomato Festival, Candy Festival, and Holiday Night of Lights. The Fairfield Center for Creative Arts hosts a broad range

of entertainment. The City boasts 18 parks and recreation centers, and operates two championship golf courses.

## PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for designing, building, operating, and maintaining City facilities. The Department is comprised of seven functional areas: Administration, Building, Engineering, Operations, Water, Property Acquisition, and Transportation.

Department resources include a FY 06-07 operating budget of \$13.4 million and 190 employees.

## CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of an Assistant Director of Public Works / City Engineer, the City has identified the current issues and

priorities that will need to be addressed by the successful candidate:

- The continuing development and mentoring of staff remains a key priority for both the Department and the City. It will be paramount for the new Assistant Director to assume a leadership role in helping develop staff and provide for growth opportunities, foster a feeling of "team" within the Department; and lead staff into the future. This will require a commitment to staff development in partnership with the Human Resources Department.
- The Department is currently working with the City's Information Technology / Finance Department and an outside consultant to develop a Geographic Information System (GIS) for the City. The new Assistant Director will provide oversight in seeing this process through to implementation.
- As the City of Fairfield continues to grow, there will be continuing demands for an increase in facilities and services. This will be a top priority for the Department and the new Assistant Director.
- Update to the City's Standards Specifications and Plans (last updated in 1998).
- The culture of the City of Fairfield is one of cooperation – a team approach. As such, the new Assistant Director will be expected to coordinate with other Divisions



## PUBLIC WORKS DEPARTMENT MISSION STATEMENT

To provide prompt, courteous service to the citizens of Fairfield and to design, build, maintain and operate facilities in the City of Fairfield for the maximum level of service.



within the Public Works Department, and also with other City Departments to conduct the day-to-day business of the City.

## THE POSITION

The Assistant Director of Public Works / City Engineer manages the Engineering Division of the Department, and provides oversight of the functional areas within the Division including: CIP Design, Traffic Engineering, Public Works Inspections, Development Review, and Landscape Maintenance Districts. The Assistant Director coordinates Public Works Engineering activities with other City Departments including Community Services, Community Development, Finance, Human Resources, Police, Fire, and the City Manager's office. The Assistant Director prepares and presents reports for City Council, assists in preparing the CIP budget, and writes contracts for services and agreements. The Assistant Director serves as the primary liaison with developers and contractors to resolve any issues, and will represent the Department at relevant public meetings.

Direct reports to the Assistant Director include: Senior Civil Engineer (CIP Design), Traffic Engineer, and Assistant City Engineer (who has oversight of Public Works Inspections, Development Review, and Landscape Maintenance). The Engineering Division is comprised of 25.5 FTE (including the Assistant Public Works Director / City Engineer).

The Assistant Director serves as the Director of Public Works in the Director's absence. This vacancy exists due to the promotion of the former Assistant Director / City Engineer to the Director of Public Works position, following the retirement of the former Director.

## THE IDEAL CANDIDATE

The ideal candidate is an experienced public works/engineering professional who possesses broad experience in all areas of public works engineering. As the Assistant Director interacts with a number of internal and external stakeholders, exceptional leadership, communication, and interpersonal skills are of the utmost importance. A Bachelor's degree in civil engineering or related field, and registration as a civil engineer in California is required, along with significant responsible public sector professional engineering experience, including two years of administrative and management responsibility. Certification as a Land Surveyor is considered a plus, as is a Master's degree.

### Expertise

The new Assistant Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow

through of projects to completion. While broad knowledge and skills covering all major areas of public works engineering is assumed, the issues and priorities facing the City of Fairfield demand particular, demonstrated expertise in the following areas:

- Proactive and creative problem solving with a strong commitment to the City's quality of life
- Strategic orientation and ability to anticipate issues and problems
- Excellent written and oral communication skills
- Positive employer-employee relations
- Focused on both internal and external customer service
- Being a team player in serving as a leader of the Engineering Division; building and maintaining teamwork within the Public Works Department and with other City Departments
- Project management skills
- Understanding of information technology as it relates to public works
- Ability to work with the Human Resources Department in recruiting / succession planning
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public







### Personality / Management Style

- Friendly, outgoing, approachable
- Team builder; motivator
- Flexible and adaptable
- Openly seeks ideas and comments from others, including employees, and is decisive once input is obtained and considered
- Gives credit to others; praises, compliments
- Self-confident, high self-esteem, but not arrogant
- Collaborative and creative in problem solving
- Honest, has integrity; high ethics and values that drive his or her behavior; trustworthy
- Sense of humor
- A self starter

## COMPENSATION AND BENEFITS

### Salary

The salary range for this position is **\$109,572 - \$133,188**. Actual salary will be based on the qualifications of the successful candidate.

### Retirement

- Participation in the PERS program 2.7% @ 55. City pays 7%; employee pays 3.5%
- City contribution of 7.74% of salary toward 401/457 deferred savings plan

### Leave Program

- 12 paid holidays
- Vacation starting 10 days per year
- Personal leave (144.86 hours annually)
- 12 days sick leave

### Insurance

- City provides vision, short-term disability and long-term disability coverage

### Health/Dental Programs

- City contribution toward medical and dental plans. Employees providing proof of other coverage may decline health and/or dental coverage and receive taxable income.

### Additional Benefits

- Optional supplemental life insurance
- Participation in City's Cafeteria Plans
- Employee Assistance Program
- Health Club Membership (group membership with Solano Athletic Club – employees pay applicable dues and one-time initiation fee)

A complete list of General Management Benefits can be found at [www.ci.fairfield.ca.us](http://www.ci.fairfield.ca.us)

## APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Assistant Director of Public Works / City

Engineer, submit a cover letter with current salary, resume, City of Fairfield application (an official employment application may be downloaded from the City of Fairfield's website at [www.ci.fairfield.ca.us](http://www.ci.fairfield.ca.us)), and three work-related references by **Friday, September 22, 2006** to:



Stuart Satow  
CPS Executive Search  
241 Lathrop Way  
Sacramento, California 95815  
Tel: 916 263-1401  
Fax: 916 561-7205  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the City. The City will then select candidates to be invited to participate in interviews in Fairfield in early to mid-October. An offer of appointment is expected in early November following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

*The City of Fairfield  
is an Equal Opportunity Employer*